

# Starting and Stopping Your Computer

## Starting

Like all electronic devices, the computer has an ON-OFF switch to bring power into it. You will find either a pushbutton switch located on the front of the CPU housing, or a toggle switch located on the back of the CPU housing.

Chances are that the monitor and the computer are not powered by the same switch. If the monitor has an ON-OFF switch, it should be on before the CPU is brought to life. You will find a pushbutton switch located on the front of the monitor.

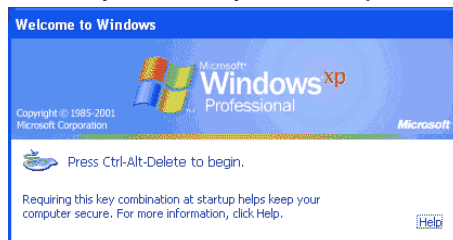


Your monitor may just be “asleep” (black screen) or have a screen saver (moving pictures). If you move your mouse or click on your keyboard, you will be able to view your screen.

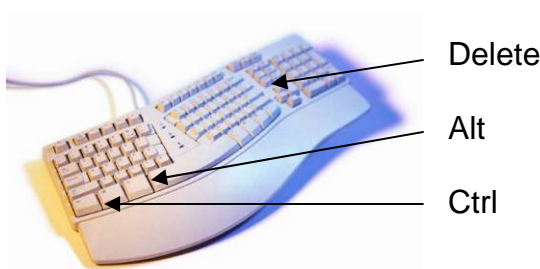
## Logging On

If the computer has been shut down (powered off) you will need to log on to the computer with your username and password.

When you start your computer, you will see this:



You need to press the Ctrl-Alt-Delete keys on your keyboard all at the same time.



That will bring up your log on box that will look similar to this:

Enter your user name and password then left-click on “OK”.



## Stopping

When you are ready to stop using the computer, you must take it through a shutdown procedure. Fortunately, this only involves selecting the "Start" button



and choosing the lowest selection on the menu. . ."Log Off".



The following dialogue screen will appear:

With your mouse, move your arrow to "Log Off" and left-click.

Turn off power on only the monitor. Leave the computer/CPU on.

